



## **Instructions for Online Registration**

1. Go to the page of the program/activity in which you are wishing to register.
2. Click on a Register button. This will take you to our online registration site through ActiveNet.
3. There are two ways to search for the activity you want:
  - A. At the top of the screen, there is a drop down menu, where you can choose a category. Ex.: Youth Athletics
  - B. In the Search box, you can type in key words of an activity or event and search for it.
4. To find out how many spots are left in a class, look at the "Open" column. This tells you how many openings there are in an activity.
5. Click on the desired activity.
6. Click "Add to Cart."
7. If you do not already have a login, you will be prompted to set up an account. To set up an account, you will enter an e-mail address and a password. If you have already signed up for an activity at Gardner City Hall after 10/1/13, your login will be your e-mail that was given at the time of enrollment. **TIP:** If each family member has the same e-mail address, please use the same password for that one family e-mail. Only one password per e-mail is allowed.
8. You will then need to go to your e-mail account and confirm your e-mail address from an e-mail that you should receive from ActiveNet. Once you have confirmed your e-mail, log in to ActiveNet.
9. Find desired activity and proceed to the checkout.
10. The last step will be to secure your payment. No handling fees will be charged. Please call Gardner Parks and Recreation at 913-856-0936 with any questions or e-mail us at [parksandrecreation@gardnerkansas.gov](mailto:parksandrecreation@gardnerkansas.gov).